





# January 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

|                             | Sunday  | Monday  | Tuesday   | Wednesday  | Thursday   | Friday  | Saturday         |                  |
|-----------------------------|---|---|---|--|--|---|------------------|------------------|
| PPd 2002 02                 |  |   | <b>1</b> Day 03<br><br>New Years<br>Code 03<br>Holiday | <b>2</b> Day 04<br>Enter Time<br>Cards by<br>7:00am<br>Approve Time<br>Cards by<br>8:00am  | <b>3</b> Day 05<br><div style="background-color: #FFB6C1; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div>  | <b>4</b> Day 06<br><div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>  | <b>5</b> Day 07  |                  |
|                             |   | <b>6</b> Day 08   | <b>7</b> Day 09   | <b>8</b> Day 10  | <b>9</b> Day 11  | <b>10</b> Day 12  | <b>11</b> Day 13 | <b>12</b> Day 14 |
|                             |   | Enter Amendments through 8:00am Friday  |   |  |  |   |                  |                  |
|                             |   | Approve Amendments after 8:00am Tuesday   |   |  |  |   |                  |                  |
|                             | Enter Original Time Cards   |   |   |  |  |   |                  |                  |
| Approve Original Time Cards |   |   |   |  |  |   |                  |                  |
| PPd 2002 03                 | <b>13</b> Day 01  | <b>14</b> Day 02  | <b>15</b> Day 03  | <b>16</b> Day 04<br>Enter Time<br>Cards by<br>7:00am<br>Approve Time<br>Cards by<br>8:00am | <b>17</b> Day 05<br><div style="background-color: #FFB6C1; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div>   | <b>18</b> Day 06<br><div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div> | <b>19</b> Day 07 |                  |
|                             | <b>20</b> Day 08  | <b>21</b> Day 09<br><br>Martin<br>Luther<br>King Jr. Day<br>Code 03<br>Holiday | <b>22</b> Day 10  | <b>23</b> Day 11   | <b>24</b> Day 12   | <b>25</b> Day 13  | <b>26</b> Day 14 |                  |
|                             | Enter Amendments through 8:00am Friday  |   |   |  |  |   |                  |                  |
|                             | Approve Amendments after 8:00am Tuesday   |   |   |  |  |   |                  |                  |
|                             | Enter Original Time Cards   |   |   |  |  |   |                  |                  |
| Approve Original Time Cards |   |   |   |  |  |   |                  |                  |
| Enter Amendments            |   |   |   |  |  |   |                  |                  |
| Enter Original Time Cards   |   |   |   |  |  |   |                  |                  |
| Approve Original Time Cards |   |   |   |  |  |   |                  |                  |
| PPd 2002 04                 | <b>27</b> Day 01  | <b>28</b> Day 02  | <b>29</b> Day 03  | <b>30</b> Day 04<br>Enter Time<br>Cards by<br>7:00am<br>Approve Time<br>Cards by<br>8:00am | <b>31</b> Day 05<br><div style="background-color: #FFB6C1; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div> |    |                  |                  |
|                             | Enter Original Time Cards   |   |   |  |  |   |                  |                  |
|                             | Approve Original Time Cards   |   |   |  |  |   |                  |                  |
|                             |   |   |   |  |  |   |                  |                  |

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8:00am and 1:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# February 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)


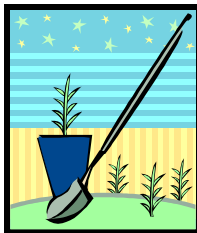



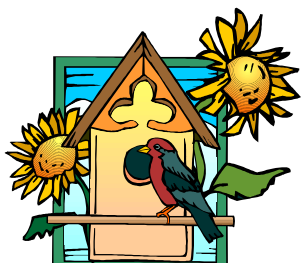
|             | Sunday                                 | Monday  | Tuesday                                 | Wednesday   | Thursday                         | Friday                      | Saturday  |
|-------------|--|---|---|---|----------------------------------|-----------------------------|-----------|
| PPd 2002 04 |  |   |   |   |                                  | 1 Day 06                    | 2 Day 07  |
|             |  |   |   |   |                                  | Enter Amendments            |           |
|             |  |   |   |   |                                  | Enter Original Time Cards   |           |
|             |  |   |   |   |                                  | Approve Original Time Cards |           |
|             | 3 Day 08                               | 4 Day 09  | 5 Day 10                                | 6 Day 11  | 7 Day 12                         | 8 Day 13                    | 9 Day 14  |
|             | Enter Amendments through 8:00am Friday |   |   |   |                                  |                             |           |
|             |  |   | Approve Amendments after 8:00am Tuesday |   |                                  |                             |           |
|             | Enter Original Time Cards              |   |   |   |                                  |                             |           |
|             | Approve Original Time Cards            |   |   |   |                                  |                             |           |
| PPd 2002 05 | 10 Day 01                              | 11 Day 02   | 12 Day 03<br>Lincoln's Birthday<br>     | 13 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 14 Day 05<br><br>Valentine's Day | 15 Day 06                   | 16 Day 07 |
|             | Enter Original Time Cards              |   |   | Enter Amendments  |                                  |                             |           |
|             | Approve Original Time Cards            |   |   | Enter Original Time Cards   |                                  |                             |           |
|             |  |   |   | Approve Original Time Cards   |                                  |                             |           |
|             | 17 Day 08<br>Enter Amendments          | 18 Day 09<br>Washington's Birthday<br><br>President's Day Code 03 Holiday | 19 Day 10                               | 20 Day 11   | 21 Day 12                        | 22 Day 13                   | 23 Day 14 |
|             | Enter Original Time Cards              |   | Enter Amendments through 8:00am Friday  |   |                                  |                             |           |
|             | Approve Original Time Cards            |   | Approve Amendments after 8:00am Tuesday |   |                                  |                             |           |
|             |  |   | Enter Original Time Cards               |   |                                  |                             |           |
|             |  |   | Approve Original Time Cards             |   |                                  |                             |           |
| PPd 2002 06 | 24 Day 01                              | 25 Day 02   | 26 Day 03                               | 27 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 28 Day 05                        |                             |           |
|             | Enter Original Time Cards              |   |   | Enter Amendments  | Enter Original Time Cards        |                             |           |
|             | Approve Original Time Cards            |   |   | Enter Original Time Cards   | Approve Original Time Cards      |                             |           |
|             |  |   |   |   |                                  |                             |           |

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8:00am and 1:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# March 2002

## IPPS Time Collection Schedule (Hawaiian Standard Time Version)

|   | Sunday  | Monday   | Tuesday  | Wednesday   | Thursday              | Friday                      | Saturday  |
|---|---|--|--|---|-----------------------|-----------------------------|---|
| PPd 2002 06                             |  |     |  |   |                       | 1 Day 06                    | 2 Day 07  |
|   |   |  |  |   |                       | Enter Amendments            |   |
|   |   |  |  |   |                       | Enter Original Time Cards   |   |
|   |   |  |  |   |                       | Approve Original Time Cards |   |
|   | 3 Day 08  | 4 Day 09   | 5 Day 10   | 6 Day 11  | 7 Day 12              | 8 Day 13                    | 9 Day 14  |
| Enter Amendments through 8:00am Friday  |   |  |  |   |                       |                             |   |
| Approve Amendments after 8:00am Tuesday |   |  |  |   |                       |                             |   |
| Enter Original Time Cards               |   |  |  |   |                       |                             |   |
| Approve Original Time Cards             |   |  |  |   |                       |                             |   |
| PPd 2002 07                             | 10 Day 01   | 11 Day 02  | 12 Day 03  | 13 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 14 Day 05             | 15 Day 06                   | 16 Day 07   |
|   | Enter Original Time Cards   |  |  | Enter Amendments  |                       |                             |   |
|   | Approve Original Time Cards   |  |  | Enter Original Time Cards   |                       |                             |   |
|   |   |  |  | Approve Original Time Cards   |                       |                             |   |
|   | 17 Day 08   | 18 Day 09  | 19 Day 10  | 20 Day 11   | 21 Day 12             | 22 Day 13                   | 23 Day 14   |
| Enter Amendments through 8:00am Friday  |   |  |  |   |                       |                             |   |
| Approve Amendments after 8:00am Tuesday |   |  |  |   |                       |                             |   |
| Enter Original Time Cards               |   |  |  |   |                       |                             |   |
| Approve Original Time Cards             |   |  |  |   |                       |                             |   |
| St. Patrick's Day                       |   |  |  |   |                       |                             |   |
| PPd 2002 08                             | 24 Day 01   | 25 Day 02  | 26 Day 03  | 27 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 28 Day 05<br>Passover | 29 Day 06<br>Good Friday    | 30 Day 07   |
|   | Enter Original Time Cards   |  |  | Enter Amendments  |                       |                             |   |
|   | Approve Original Time Cards   |  |  | Enter Original Time Cards   |                       |                             |   |
|   |   |  |  | Approve Original Time Cards   |                       |                             |   |
|   | 31 Day 08<br>Easter   |   |  |   |                       |                             |   |
| Enter Amendments                        |   |  |  |   |                       |                             |   |
| Enter Original Time Cards               |   |  |  |   |                       |                             |   |
| Approve Original Time Cards             |   |  |  |   |                       |                             |   |
|   |   |  |  |   |                       |                             |  |



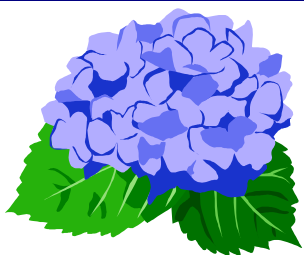
\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.
- Amendment Summaries run at 8:00am and 1:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# April 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

|  | Sunday  | Monday                                   | Tuesday                                 | Wednesday  | Thursday                                | Friday    | Saturday  |
|--|---|--|---|--|---|-----------|-----------|
| PPd 2002 08                            |  | 1 Day 09                                 | 2 Day 10                                | 3 Day 11   | 4 Day 12                                | 5 Day 13  | 6 Day 14  |
|  |   | Enter Amendments through 8:00am Friday   |   |  |   |           |           |
|  |   |  | Approve Amendments after 8:00am Tuesday |  |   |           |           |
|  |   | Enter Original Time Cards                |   |  |   |           |           |
|  |   | Approve Original Time Cards              |   |  |   |           |           |
| PPd 2002 09                            | 7 Day 01  | 8 Day 02                                 | 9 Day 03                                | 10 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am  | 11 Day 05                               | 12 Day 06 | 13 Day 07 |
|  | Enter Original Time Cards   |  |   |  | Enter Amendments                        |           |           |
|  | Approve Original Time Cards   |  |   |  | Enter Original Time Cards               |           |           |
|  |   |  |   |  | Approve Original Time Cards             |           |           |
|  | 14 Day 08   | 15 Day 09                                | 16 Day 10                               | 17 Day 11  | 18 Day 12                               | 19 Day 13 | 20 Day 14 |
| Enter Amendments through 8:00am Friday |   |  |   |  |   |           |           |
|  |   |  |   |  | Approve Amendments after 8:00am Tuesday |           |           |
| Enter Original Time Cards              |   |  |   |  |   |           |           |
| Approve Original Time Cards            |   |  |   |  |   |           |           |
| PPd 2002 10                            | 21 Day 01   | 22 Day 02                                | 23 Day 03                               | 24 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am  | 25 Day 05                               | 26 Day 06 | 27 Day 07 |
|  | Enter Original Time Cards   |  |   |  | Enter Amendments                        |           |           |
|  | Approve Original Time Cards   |  |   |  | Enter Original Time Cards               |           |           |
|  |   |  |   |  | Approve Original Time Cards             |           |           |
|  | 28 Day 08   | 29 Day 09                                | 30 Day 10                               |   |   |           |           |
| Enter Amendments through 8:00am Friday |   |  |   |  |   |           |           |
|  |   | Approve Original Time Cards after 8:00am |   |  |   |           |           |
| Enter Original Time Cards              |   |  |   |  |   |           |           |
| Approve Original Time Cards            |   |  |   |  |   |           |           |

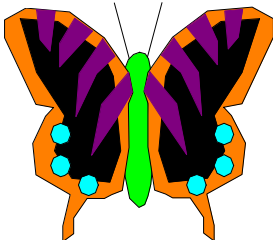
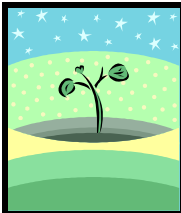

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# May 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)


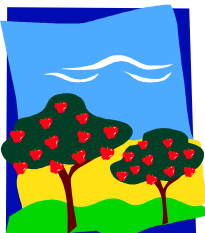
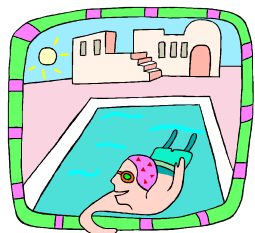





| Sunday                      |   | Monday  |        | Tuesday |        | Wednesday                               |   | Thursday                    |        | Friday |        | Saturday |   |        |        |
|-----------------------------|---|---|--------|---------|--------|---|---|-----------------------------|--------|--------|--------|----------|---|--------|--------|
| PPd 2002 10                 |  |   |        |         |        |   | 1                                       | Day 11                      | 2      | Day 12 | 3      | Day 13   | 4   | Day 14 |        |
|                             |   |   |        |         |        |   | Enter Amendments through 8:00am Friday  |                             |        |        |        |          |   |        |        |
|                             |   |   |        |         |        |   | Approve Amendments                      |                             |        |        |        |          |   |        |        |
|                             |   |   |        |         |        |   | Enter Original Time Cards               |                             |        |        |        |          |   |        |        |
|                             |   |   |        |         |        |   | Approve Original Time Cards             |                             |        |        |        |          |   |        |        |
| PPd 2002 11                 | 5   | Day 01  | 6      | Day 02  | 7      | Day 03                                  | 8                                       | Day 04                      | 9      | Day 05 | 10     | Day 06   | 11  | Day 07 |        |
|                             |   |   |        |         |        |   | Enter Time Cards by 7:00am              | Enter Amendments            |        |        |        |          |   |        |        |
|                             |   |   |        |         |        |   | Approve Time Cards by 8:00am            | Enter Original Time Cards   |        |        |        |          |   |        |        |
|                             |   |   |        |         |        |   |   | Approve Original Time Cards |        |        |        |          |   |        |        |
|                             | 12  | Day 08  | 13     | Day 09  | 14     | Day 10                                  | 15                                      | Day 11                      | 16     | Day 12 | 17     | Day 13   | 18  | Day 14 |        |
|                             | Enter Amendments through 8:00am Friday  |   |        |         |        |   |   |                             |        |        |        |          |   |        |        |
|                             | Mother's Day  |   |        |         |        |   | Approve Amendments after 8:00am Tuesday |                             |        |        |        |          |   |        |        |
|                             | Enter Original Time Cards   |   |        |         |        |   |   |                             |        |        |        |          |   |        |        |
|                             | Approve Original Time Cards   |   |        |         |        |   |   |                             |        |        |        |          |   |        |        |
|                             | PPd 2002 12   | 19  | Day 01 | 20      | Day 02 | 21                                      | Day 03                                  | 22                          | Day 04 | 23     | Day 05 | 24       | Day 06  | 25     | Day 07 |
|                             |   |   |        |         |        | Enter Time Cards by 7:00am              | Enter Amendments                        |                             |        |        |        |          |   |        |        |
|                             |   |   |        |         |        | Approve Time Cards by 8:00am            | Enter Original Time Cards               |                             |        |        |        |          |   |        |        |
|                             |   |   |        |         |        |   | Approve Original Time Cards             |                             |        |        |        |          |   |        |        |
| 26                          |   | Day 08  | 27     | Day 09  | 28     | Day 10                                  | 29                                      | Day 11                      | 30     | Day 12 | 31     | Day 13   |  |        |        |
| Enter Amendments            |   |   |        |         |        | Enter Amendments through 8:00am Friday  |   |                             |        |        |        |          |   |        |        |
|                             |   |   |        |         |        | Approve Amendments after 8:00am Tuesday |   |                             |        |        |        |          |   |        |        |
| Enter Original Time Cards   |   |   |        |         |        | Enter Original Time Cards               |   |                             |        |        |        |          |   |        |        |
| Approve Original Time Cards |   |   |        |         |        | Approve Original Time Cards             |   |                             |        |        |        |          |   |        |        |
|                             |   |  |        |         |        |   |   |                             |        |        |        |          |   |        |        |
|                             |   | Memorial Day Code 03 Holiday  |        |         |        |   |   |                             |        |        |        |          |   |        |        |

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# June 2002

## IPPS Time Collection Schedule (Hawaiian Standard Time Version)

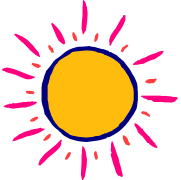


|             | Sunday  | Monday  | Tuesday   | Wednesday   | Thursday  | Friday   | Saturday   |   |
|-------------|---|---|---|---|---|--|--|---|
| PPd 2002 12 |    |   |  |   |  |  | 1 Day 14   |   |
|             |   |   |   |   |   |  | Enter Original Time Cards  |   |
|             |   |   |   |   |   |  | Approve Original Time Cards  |   |
| PPd 2002 13 | 2 Day 01  | 3 Day 02  | 4 Day 03  | 5 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am  | 6 Day 05  | 7 Day 06   | 8 Day 07   |   |
|             | Enter Original Time Cards   |   |   | Enter Amendments  |   |  |  |   |
|             | Approve Original Time Cards   |   |   | Enter Original Time Cards   |   |  |  |   |
|             |   |   |   | Approve Original Time Cards   |   |  |  |   |
|             | 9 Day 08  | 10 Day 09   | 11 Day 10   | 12 Day 11   | 13 Day 12   | 14 Day 13<br>Flag Day  | 15 Day 14  |   |
|             | Enter Amendments through 8:00am Friday  |   |   |   |   |  |  |   |
|             | Approve Amendments after 8:00am Tuesday   |   |   |   |   |  |  |   |
|             | Enter Original Time Cards   |   |   |   |   |  |  |   |
|             | Approve Original Time Cards   |   |   |   |   |  |  |   |
|             |   |   |   |   |   |  |  |   |
| PPd 2002 14 | 16 Day 01<br>Father's Day   | 17 Day 02   | 18 Day 03   | 19 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 20 Day 05   | 21 Day 06  | 22 Day 07  |   |
|             |  |   |   | Enter Amendments  |   |  |  |   |
|             |   |   |   | Enter Original Time Cards   |   |  |  |   |
|             |   |   |   | Approve Original Time Cards   |   |  |  |   |
|             | 23 Day 08   | 24 Day 09   | 25 Day 10   | 26 Day 11   | 27 Day 12   | 28 Day 13  | 29 Day 14  |   |
|             | Enter Amendments through 8:00am Friday  |   |   |   |   |  |  |   |
|             | Approve Amendments after 8:00am Tuesday   |   |   |   |   |  |  |   |
|             | Enter Original Time Cards   |   |   |   |   |  |  |   |
|             | Approve Original Time Cards   |   |   |   |   |  |  |   |
|             |   |   |   |   |   |  |  |   |
| PPd 2002 15 | 30 Day 01   |  |   |   |   |  |  |  |
|             | Enter Original Time Cards   |   |   |   |   |  |  |   |
|             | Approve Original Time Cards   |   |   |   |   |  |  |   |

### \*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

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# July 2002

## IPPS Time Collection Schedule (Hawaiian Standard Time Version)


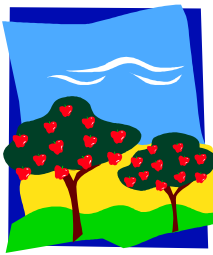
|  | Sunday  | Monday                                 | Tuesday                                 | Wednesday   | Thursday   | Friday                    | Saturday  |           |
|--|---|--|---|---|--|---------------------------|-----------|-----------|
| PPd 2002 15                            |  | 1 Day 02                               | 2 Day 03                                | 3 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am  | 4 Day 05<br><br>Independence Day Code 03 Holiday | 5 Day 06                  | 6 Day 07  |           |
|  |   | Enter Original Time Cards              |   |   |  | Enter Amendments          |           |           |
|  |   | Approve Original Time Cards            |   |   |  | Enter Original Time Cards |           |           |
|  |   | Enter Amendments through 8:00am Friday |   |   |  |                           | Day 13    | 13 Day 14 |
|  |   |  |   | Approve Amendments after 8:00am Tuesday                                 |  |                           |           |           |
|  | Enter Original Time Cards   |  |   |   |  |                           |           |           |
|  | Approve Original Time Cards   |  |   |   |  |                           |           |           |
| PPd 2002 16                            | 14 Day 01   | 15 Day 02                              | 16 Day 03                               | 17 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 18 Day 05  | 19 Day 06                 | 20 Day 07 |           |
|  | Enter Original Time Cards   |  |   |   | Enter Amendments   |                           |           |           |
|  | Approve Original Time Cards   |  |   |   | Enter Original Time Cards  |                           |           |           |
|  |   |  |   |   | Approve Original Time Cards  |                           |           |           |
|  | 21 Day 08   | 22 Day 09                              | 23 Day 10                               | 24 Day 11   | 25 Day 12  | 26 Day 13                 | 27 Day 14 |           |
| Enter Amendments through 8:00am Friday |   |  |   |   |  |                           |           |           |
|  |   |  | Approve Amendments after 8:00am Tuesday |   |  |                           |           |           |
|  | Enter Original Time Cards   |  |   |   |  |                           |           |           |
|  | Approve Original Time Cards   |  |   |   |  |                           |           |           |
| PPd 2002 17                            | 28 Day 01   | 29 Day 02                              | 30 Day 03                               | 31 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am |   |                           |           |           |
|  | Enter Original Time Cards   |  |   |   |  |                           |           |           |
|  | Approve Original Time Cards   |  |   |   |  |                           |           |           |

### \*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

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# August 2002

## IPPS Time Collection Schedule (Hawaiian Standard Time Version)

|             | Sunday  | Monday                                  | Tuesday   | Wednesday   | Thursday                    | Friday    | Saturday  |
|-------------|---|---|---|---|-----------------------------|-----------|-----------|
| PPD 2002 17 |  |   |  |   | 1 Day 05                    | 2 Day 06  | 3 Day 07  |
|             |   |   |   |   | Enter Amendments            |           |           |
|             |   |   |   |   | Enter Original Time Cards   |           |           |
|             |   |   |   |   | Approve Original Time Cards |           |           |
|             | 4 Day 08  | 5 Day 09                                | 6 Day 10  | 7 Day 11  | 8 Day 12                    | 9 Day 13  | 10 Day 14 |
|             | Enter Amendments through 8:00am Friday  |   |   |   |                             |           |           |
|             |   | Approve Amendments after 8:00am Tuesday |   |   |                             |           |           |
|             | Enter Original Time Cards   |   |   |   |                             |           |           |
|             | Approve Original Time Cards   |   |   |   |                             |           |           |
| PPD 2002 18 | 11 Day 01   | 12 Day 02                               | 13 Day 03   | 14 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 15 Day 05                   | 16 Day 06 | 17 Day 07 |
|             | Enter Original Time Cards   |   |   |   | Enter Amendments            |           |           |
|             | Approve Original Time Cards   |   |   |   | Enter Original Time Cards   |           |           |
|             | Approve Original Time Cards   |   |   |   | Approve Original Time Cards |           |           |
|             | 18 Day 08   | 19 Day 09                               | 20 Day 10   | 21 Day 11   | 22 Day 12                   | 23 Day 13 | 24 Day 14 |
|             | Enter Amendments through 8:00am Friday  |   |   |   |                             |           |           |
|             |   | Approve Amendments after 8:00am Tuesday |   |   |                             |           |           |
|             | Enter Original Time Cards   |   |   |   |                             |           |           |
|             | Approve Original Time Cards   |   |   |   |                             |           |           |
| PPD 2002 19 | 25 Day 01   | 26 Day 02                               | 27 Day 03   | 28 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 29 Day 05                   | 30 Day 06 | 31 Day 07 |
|             | Enter Original Time Cards   |   |   |   | Enter Amendments            |           |           |
|             | Approve Original Time Cards   |   |   |   | Enter Original Time Cards   |           |           |
|             | Approve Original Time Cards   |   |   |   | Approve Original Time Cards |           |           |
|             |   |   |   |   |                             |           |           |

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# September 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)




|             | Sunday   | Monday   | Tuesday   | Wednesday  | Thursday                             | Friday  | Saturday  |
|-------------|--|--|---|--|--------------------------------------|---|---|
| PPD 2002 19 | <b>1</b> Day 08<br>Enter Amendments                        | <b>2</b> Day 09<br><br><b>Labor Day</b><br>Code 03<br>Holiday | <b>3</b> Day 10<br>Enter Amendments through 8:00am Friday   | <b>4</b> Day 11<br>Approve Amendments after 8:00am Tuesday                     | <b>5</b> Day 12                      | <b>6</b> Day 13                               | <b>7</b> Day 14<br>Rosh Hashanah                |
|             | Enter Original Time Cards                                  |  |   |  |                                      |   |   |
|             | Approve Original Time Cards                                |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
| PPD 2002 20 | <b>8</b> Day 01<br>Enter Original Time Cards               | <b>9</b> Day 02<br>Approve Original Time Cards   | <b>10</b> Day 03  | <b>11</b> Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | <b>12</b> Day 05<br>Enter Amendments | <b>13</b> Day 06<br>Enter Original Time Cards | <b>14</b> Day 07<br>Approve Original Time Cards |
|             |  |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
|             | <b>15</b> Day 08<br>Enter Amendments through 8:00am Friday | <b>16</b> Day 09<br>Yom Kippur   | <b>17</b> Day 10<br>Approve Amendments after 8:00am Tuesday   | <b>18</b> Day 11   | <b>19</b> Day 12                     | <b>20</b> Day 13                              | <b>21</b> Day 14                                |
|             |  |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
| PPD 2002 21 | <b>22</b> Day 01<br>Enter Original Time Cards              | <b>23</b> Day 02<br>Approve Original Time Cards  | <b>24</b> Day 03  | <b>25</b> Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | <b>26</b> Day 05<br>Enter Amendments | <b>27</b> Day 06<br>Enter Original Time Cards | <b>28</b> Day 07<br>Approve Original Time Cards |
|             |  |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
|             |  |  |   |  |                                      |   |   |
|             | <b>29</b> Day 08<br>Enter Amendments                       | <b>30</b> Day 09<br>Enter Original Time Cards  |   |  |                                      |   |   |
|             | Approve Original Time Cards                                |  |   |  |                                      |   |   |

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# October 2002

## IPPS Time Collection Schedule (Hawaiian Standard Time Version)

|             | Sunday  | Monday  | Tuesday                                 | Wednesday   | Thursday                  | Friday  | Saturday  |
|-------------|---|---|---|---|---------------------------|---|-----------|
| PPd 2002 21 |                                |   | 1 Day 10                                | 2 Day 11  | 3 Day 12                  | 4 Day 13  | 5 Day 14  |
|             |   |   | Enter Amendments through 8:00am Friday  |   |                           |   |           |
|             |   |   | Approve Amendments after 8:00am Tuesday |   |                           |   |           |
|             |   |   | Enter Original Time Cards               |   |                           |   |           |
|             |   |   | Approve Original Time Cards             |   |                           |   |           |
| PPd 2002 22 | 6 Day 01  | 7 Day 02  | 8 Day 03                                | 9 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am  | 10 Day 05                 | 11 Day 06   | 12 Day 07 |
|             | Enter Original Time Cards   |   |   |   | Enter Amendments          |   |           |
|             | Approve Original Time Cards   |   |   |   | Enter Original Time Cards |   |           |
|             |   |   |   |   |                           | Approve Original Time Cards   |           |
|             | 13 Day 08<br>Enter Amendments through 8:00am Friday<br>Enter Original Time Cards<br>Approve Original Time Cards | 14 Day 09<br><br>Columbus Day (Observed)<br>Code 03<br>Holiday | 15 Day 10                               | 16 Day 11   | 17 Day 12                 | 18 Day 13   | 19 Day 14 |
|             |   |   | Enter Amendments through 8:00am Friday  |   |                           |   |           |
|             |   |   | Approve Amendments after 8:00am Tuesday |   |                           |   |           |
|             |   |   | Enter Original Time Cards               |   |                           |   |           |
|             |   |   | Approve Original Time Cards             |   |                           |   |           |
|             |   |   |   |   |                           |   |           |
| PPd 2002 23 | 20 Day 01   | 21 Day 02   | 22 Day 03                               | 23 Day 04<br>Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am | 24 Day 05                 | 25 Day 06   | 26 Day 07 |
|             | Enter Original Time Cards   |   |   |   | Enter Amendments          |   |           |
|             | Approve Original Time Cards   |   |   |   | Enter Original Time Cards |   |           |
|             |   |   |   |   |                           | Approve Original Time Cards   |           |
|             | 27 Day 08   | 28 Day 09   | 29 Day 10                               | 30 Day 11   | 31 Day 12                 |  |           |
|             | Enter Amendments through 8:00am Friday  |   |   |   |                           |   |           |
|             | Approve Amendments after 8:00am Tuesday   |   |   |   | Halloween                 |   |           |
|             | Enter Original Time Cards   |   |   |   |                           |   |           |
|             | Approve Original Time Cards   |   |   |   |                           |   |           |






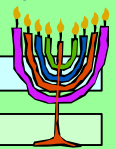
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# November 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

|             |  | Sunday  | Monday  | Tuesday  | Wednesday   | Thursday                    | Friday   | Saturday |  |        |                  |        |   |        |
|-------------|--|---|---|--|---|-----------------------------|--|----------|--|--------|------------------|--------|---|--------|
| PPd 2002 23 |  |  |   |  |   | 1                           | Day 13   | 2        | Day 14   |        |                  |        |   |        |
|             | Enter Amendments through 8:00am        |   |   |  |   |                             |  |          |  |        |                  |        |   |        |
|             | Approve Amendments                     |   |   |  |   |                             |  |          |  |        |                  |        |   |        |
|             | Enter Original Time Cards              |   |   |  |   |                             |  |          |  |        |                  |        |   |        |
|             |  |   |   |  |   | Approve Original Time Cards |  |          |  |        |                  |        |   |        |
| PPd 2002 24 | 3                                      | Day 01  | 4   | Day 02   | 5   | Day 03                      | 6  | Day 04   | 7  | Day 05 | 8                | Day 06 | 9   | Day 07 |
|             |  |   |   |  | Election Day  |                             | Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am |          |  |        | Enter Amendments |        |   |        |
|             | Enter Original Time Cards              |   |   |  |  |                             |  |          | Enter Original Time Cards  |        |                  |        |   |        |
|             | Approve Original Time Cards            |   |   |  |   |                             |  |          | Approve Original Time Cards  |        |                  |        |   |        |
|             | 10                                     | Day 08  | 11  | Day 09   | 12  | Day 10                      | 13   | Day 11   | 14   | Day 12 | 15               | Day 13 | 16  | Day 14 |
|             | Enter Amendments                       |   | <br>Veterans Day<br>Code 03<br>Holiday |  | Enter Amendments through 8:00am Friday  |                             |  |          |  |        |                  |        |   |        |
|             | Enter Original Time Cards              |   |   |  | Approve Amendments after 8:00am Tuesday   |                             |  |          |  |        |                  |        |   |        |
|             | Approve Original Time Cards            |   |   |  | Enter Original Time Cards   |                             |  |          |  |        |                  |        |   |        |
|             | Approve Original Time Cards            |   |   |  |   |                             |  |          |  |        |                  |        |   |        |
| PPd 2000 25 | 17                                     | Day 01  | 18  | Day 02   | 19  | Day 03                      | 20   | Day 04   | 21   | Day 05 | 22               | Day 06 | 23  | Day 07 |
|             |  |   |   |  |   |                             | Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am |          | <br>Thanksgiving<br>Code 03<br>Holiday |        | Enter Amendments |        |   |        |
|             | Enter Original Time Cards              |   |   |  |   |                             | Enter Original Time Cards                                  |          |  |        |                  |        |   |        |
|             | Approve Original Time Cards            |   |   |  |   |                             | Approve Original Time Cards                                |          |  |        |                  |        |   |        |
|             | 24                                     | Day 08  | 25  | Day 09   | 26  | Day 10                      | 27   | Day 11   |  |        | 28               | Day 12 | 29  | Day 13 |
|             | Enter Amendments through 8:00am Friday |   |   |  |   |                             |  |          |  |        |                  |        | <br>Hanukkah |        |
|             |  |   |   |  |   |                             | Approve Amendments after 8:00am Tuesday                    |          |  |        |                  |        |   |        |
|             | Enter Original Time Cards              |   |   |  |   |                             |  |          |  |        |                  |        |   |        |
|             | Approve Original Time Cards            |   |   |  |   |                             |  |          |  |        |                  |        |   |        |



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# December 2002

## IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

| Sunday                                 |                             | Monday |    | Tuesday |    | Wednesday  |  | Thursday                    |        | Friday |        | Saturday                                |        |        |
|--|-----------------------------|--------|----|---------|----|--|--|-----------------------------|--------|--------|--------|---|--------|--------|
| PPd 2002 26                            | 1                           | Day 01 | 2  | Day 02  | 3  | Day 03   | 4  | Day 04                      | 5      | Day 05 | 6      | Day 06                                  | 7      | Day 07 |
|  |                             |        |    |         |    |  | Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am                           | Enter Amendments            |        |        |        |   |        |        |
|  | Enter Original Time Cards   |        |    |         |    |  |  | Enter Original Time Cards   |        |        |        |   |        |        |
|  | Approve Original Time Cards |        |    |         |    |  |  | Approve Original Time Cards |        |        |        |   |        |        |
|  | 8                           | Day 08 | 9  | Day 09  | 10 | Day 10   |  | 11                          | Day 11 | 12     | Day 12 | 13                                      | Day 13 | 14     |
| Enter Amendments through 8:00am Friday |                             |        |    |         |    |  |  |                             |        |        |        |   |        |        |
|  |                             |        |    |         |    |  |  |                             |        |        |        | Approve Amendments after 8:00am Tuesday |        |        |
| Enter Original Time Cards              |                             |        |    |         |    |  |  |                             |        |        |        |   |        |        |
| Approve Original Time Cards            |                             |        |    |         |    |  |  |                             |        |        |        |   |        |        |
| PPd 2003 01                            | 15                          | Day 01 | 16 | Day 02  | 17 | Day 03   | 18   | Day 04                      | 19     | Day 05 | 20     | Day 06                                  | 21     | Day 07 |
|  |                             |        |    |         |    |  | Enter Time Cards by 7:00am<br>Approve Time Cards by 8:00am                           | Enter Amendments            |        |        |        |   |        |        |
|  | Enter Original Time Cards   |        |    |         |    |  |  | Enter Original Time Cards   |        |        |        |   |        |        |
|  | Approve Original Time Cards |        |    |         |    |  |  | Approve Original Time Cards |        |        |        |   |        |        |
|  | 22                          | Day 08 | 23 | Day 09  | 24 | Day 10   |  | 25                          | Day 11 | 26     | Day 12 | 27                                      | Day 13 | 28     |
| Enter Amendments                       |                             |        |    |         |    | <br>Christmas Code 03 Holiday | Enter Amendments through 8:00am  |                             |        |        |        |   |        |        |
|  |                             |        |    |         |    |  | Approve Amendments   |                             |        |        |        |   |        |        |
| Enter Original Time Cards              |                             |        |    |         |    |  | Enter Original Time Cards  |                             |        |        |        |   |        |        |
| Approve Original Time Cards            |                             |        |    |         |    |  | Approve Original Time Cards  |                             |        |        |        |   |        |        |
| PPd 2003 02                            | 29                          | Day 01 | 30 | Day 02  | 31 | Day 03   |  |                             |        |        |        |   |        |        |
|  | Enter Original Time Cards   |        |    |         |    |  |  |                             |        |        |        |   |        |        |
|  | Approve Original Time Cards |        |    |         |    |  |  |                             |        |        |        |   |        |        |

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